

## **CITY OF BURBANK**

### **PRINCIPAL ELECTRICAL ENGINEER**

#### **DEFINITION**

Under direction, to manage an electrical engineering section and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Participates in the overall planning, operation and maintenance of the electric system; supervises, trains and evaluates a section of electrical engineers in the preparation of plans, specifications, designs, and budgets for a wide variety of municipal electric utility capital improvement programs including electrical generating facilities, switching stations, distributing stations, other substations, underground and overhead power transmission and distribution lines, and customer stations; prepares and directs the preparation of a wide variety of construction, engineering and power system contracts; evaluates bids received and recommends awards of contracts; forecasts electric system behavior under a variety of conditions; recommends electric system capital improvements and improved operating and maintenance procedures; serves in an advisory capacity for the site plan review process; makes effective recommendations regarding hiring, promotion, and transfer; effectively recommends disciplinary action as needed, up to and including termination; participates in the adjustment of engineering grievances; makes rate studies and recommends rate schedules; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - electrical engineering principles and practices, including rate structures and the planning, design, operation and maintenance of electrical systems.
- Skill in - drafting and engineering related drawing.
- Ability to - select the most economical methods for generating power and expanding system capacity; prepare a wide variety of construction engineering and power system contracts; prepare specifications; evaluate electrical equipment bids and prepare recommendations; plan and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a B.S. degree from an accredited college or university with major course work in electrical engineering and seven years of professional electrical engineering experience, including a minimum of two years in the power utility field at a level equivalent to Senior Electrical Engineer. Advanced course work in public administration, business administration, or electrical engineering may be substituted for any of the seven years of professional electrical engineering experience on a year-for-year basis for a maximum of one year.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.